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OFFICE OF TRAINING (SPECIAL)

DIRECTIVE


Vault No. 297

Ref. Copy

COURSE: Phase I - Orientation

SUBJECT: Dissemination of Intelligence HOURS: 1

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METHOD OF PRESENTATION: Lecture INSTRUCTOR: 

OBJECTIVES OF INSTRUCTION:

SUMMARY OF PRESENTATION:

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SUBJECTS WITH WHICH COORDINATION IS REQUIRED:

REFERENCES:

REMARKS:

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Dissemination of Intelligence [REDACTED]

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Last night as I was trying to collect my thoughts, and decide what I would say here this morning, there was one devilish recurring thought that kept going through my mind and I think that I might as well tell it to you right now. It is a motto which is probably not very well known; as a matter of fact it's the motto of the 1932 U. S. hog-calling champion. He states "You've got to have appeal as well as power in your voice, you've got to convince them hogs you've got something for them."

I hope I can convince you that OCD has something for you. OCD is charged by the Director with the maintenance of a central reference service for the coordination of the collection directives that are issued and for the dissemination of all incoming intelligence material, whether it be raw information of finished estimates and reports. In other words, we are the hub of all the materials that are collected and all the materials that are disseminated. We are strictly a service organization. The Agency is spending well over \$ [REDACTED] a year to keep us in business and we're only in business insofar as we can help both the collectors and the analysts. You probably say, "Why doesn't the analyst, the research man, go direct to the person who might possibly collect the information for him?" That would be fine if we were a handful of people. But I don't have to tell you (and I just take a look around this room) that this Agency is of such a size that it can afford to have this many people sitting here listening to me. If you weren't listening to me, you'd probably be doing something useful. But the point is this Agency is enormous, it is world-wide and, therefore, you have to systematize your collection and reference services.

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To do that, first of all, we have our central library. Since this library today receives over 40,000 documents per month those documents will be irretrievably lost unless there is some system. They would be given to requestors as they call for them but then never again could you locate any particular item. Dissemination must be made in order to give the collected information to the proper people at the proper time.

Now dissemination which I've been charged to cover here this morning, more than the other activities of OCD, is done in the following manner: Each office, branch, and individual analyst prepares their requirements. In other words, a given analyst in ORR is interested in the automobile industry in France. That is the item that he wants to know about. Therefore, he prepares a requirement and eventually OCD receives from each office a list of these requirements. This is what this book is that I have before me. It lists the requirements of each particular office. We have disseminators who read every single item that comes into the Agency. They read it against this set of requirements and indicate who should get that particular document, whether or not a copy should be sent on a retain or destroy basis, or whether it will be routed to a particular shop after others have seen it. In all instances, the library makes a copy of each document or retains a copy in its files so that it may be given to anyone who may later request the document itself or information on the area or subject which it has to do with. At the present time, our disseminators are routing to 135 different points within the Agency and 22 points outside the Agency. That does not necessarily mean that further routing will not be done. In other words, in the DD/P area, at the present time we are sending two

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copies of everything that is received within the Agency.. Naturally, when it is received over in the Requirements Staff of the DD/P it is re-read and a further breakdown is made as to who will be the ultimate recipient of that particular document.

Our readers, the disseminators, do their dissemination on what we call control cards. These cards are attached to each copy of each document. They give the CIA number of the document, the source of the document, the classification, the area which it covers, and the subject matter, the number of pages, the enclosures, the date it was received, and so forth. And in many cases, it also gives an abstract of that particular document-- in other words, a digest of what the document contains.

After the dissemination has been indicated on this card and a copy of this card attached each document, it is then routed in accordance with the disseminator's indications which were based on the requirements submitted to us by the individual analysts and offices. As a further check on what is done with the document and to control the document, we take this card and, using an IBM system, we punch holes so that we can retrieve it in accordance with area, subject, classification, source, and station. So at a later date, after the document has been disseminated, you are attacking a new problem; you want to know what CIA has ever received on that subject. You may, furthermore, want only information that is less than 2 years old. Again, you may want only information collected by the Army attaches. Then again you may want all the information that is classified Secret or above. You levy such a requirement on us and through the use of machine methods we will come up with a number of cards, (this is all done electrically) and we will

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come up with every card in answer to your request. These cards, in addition to the punched holes on one end of them, have also typewritten information giving the abstract as well as the title of the document; We then put it in a new machine which we in OCD developed, called an intello-fax machine, which will automatically produce an endless tape with all pertinent information on it. Then we will give you this tape which lists everything that the library has on your particular topic. At this point you may then indicate which one of those that are listed on the tape appear to be pertinent and which you would like to have. A tape looks something like this. You check those that you are interested in or that appear likely to answer your particular question and you levy a request upon the library to produce the original documents. They will then be delivered to you on loan.

As I said there are at the present over 40,000 documents coming into the library every month. Our library has indexed and cross indexed just under 1,000,000 separate documents.

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Therefore, when a request is levied in OCD, OCD's facilities alone are not exploited. All available facilities that might possibly answer your question are exploited, whether they be in or out of government. Also, I'd like to point out that all of these registers that we have, are geared to machine methods so that the information can be obtained in minutes. I am putting this perhaps a little too simply when I say you press a button and out it comes, but that is just about what happens. They set up these machines to answer your question and then they run all the cards through and those that are pertinent drop out and a tape is made.

In addition to the registers, and the library we have a liaison division. The liaison division maintains contact with all of the government agencies here in Washington. They coordinate all requirements; they levy all collection directives. In other words, when a request is received

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if we do not have the answer, if we cannot find it through our libraries and registers, we have to decide who is in the best position to collect

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to get the answer that you seek. Then again, we may decide that there isn't any good source in the U.S. and perhaps the Ambassador or one of the State Dept. Foreign Service officials is in a good position to pick up the information; we levy the collection directive on the intelligence area of the State Dept. who in turn levies it on the service people. Maybe this too is useless whereupon we talk to the DD/P people and the FI office will levy a requirement upon their field representative. So all in all, dissemination is part of our job and though it is a big job, dissemination is only a portion of the picture.

In closing I would like to say that we in OGD are obsessed with the idea of being of service. Anybody who has a CIA pass can walk into the place. There are a great many signs that tell you where to go to pick up different types of information, if you're ambitious enough. to walk over to 26th Street. If not, there are your regular channels. Levy the request though, as you know, the written word via official channels in an Agency of this size sometimes takes weeks. So if you are in a hurry, come over; if not put it through channels, sit back and relax, and enjoy this beautiful weather.

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QUESTION PERIOD

QUESTION: Are all the requirements indicated in this requirements book?

Are disseminators knowledgeable of the individual requirement?

ANSWER: Yes. It isn't - and believe me they're not all Einsteins either -

it is not as complicated as you would at first think. In other words, you don't have to be a great scientist to know that the Office of Scientific Intelligence is interested in everything that has to do with science and technology. Therefore our readers do know and must be familiar with what everyone is working with. They don't know whether it's Jones or whether it's Mr. Brown that happens to be interested in the automobile industry in France but they do know that there's someone in ORR who is following it. Therefore, ORR would get a copy of any document that related to that subject.

QUESTION: Are these requirements fairly stable or do they change constantly?

ANSWER: Well, they're both. In other words, the broad requirements are stable, but changes are made daily on particular subjects and areas that someone is at that time interested in. In other words, we have what we call crash requirements which would meet certain needs. When ONE, for instance, is turning out a national intelligence estimate on Indo-China, they're interested in the information on Indo-China. And anything that happens to come in on that particular area, we would handle as a crash requirement for a limited time.

QUESTION: Are the 40,000 documents disseminated monthly all CIA-produced or does it include those from other parts of the IAC?

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ANSWER: That's all inclusive. The 40,000 per month includes Army, Navy, Air, State, and CIA. As a matter of fact, I would say about 50% are State. CIA itself would probably produce 10% of the total take and the services the remaining 40%.

QUESTION: How are these requirements made - on a division, section or individual basis?

ANSWER: It varies. Naturally, they're all sent to us via the office head. For example, OSI has a requirements staff and we receive their requirements from them. But it's a matter of negotiating between ourselves and our customers as to how far down the scale they want us to disseminate. In other words, in OSI, our readers do not disseminate to OSI as an office. They disseminate to the individual divisions within OSI. In other areas, we just send it to the office and let them do the further dissemination. The further down we can go in the original reading, the faster it will get there. In other words, it won't have to be read, re-read and re-read. In OSI, we write down to the chemistry desk, for instance. Therefore, it's been read once and it is delivered right to the top chemist in OSI.

QUESTION: We see a State Dept. report and we know that it is in fulfillment or actually will assist the Dept. of the Army in a particular function, would we send it to the Army?

ANSWER: The answer is No. The reason is that the State Dept. would send it to the Army. The State Dept. sends a copy of everything they have to the Army; the Army actually has people examining State Dept. reports to see what they want. There

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is a third Agency rule which I've never seen in writing but theoretically, without obtaining the originator's permission, you do not pass on to a third agency the product of another agency.

QUESTION: Isn't it possible, and doesn't it happen that the Army, Navy, the Air Force, the State Dept., everyone in fact, may collect from the same source, the same type of information. Then, through this lateral dissemination and distribution, we will get one report from a CIA source and a similar report from Army. Therefore one believes that it's been confirmed whereas actually it is from the same actual source?

ANSWER: The only answer to that is we have astute analysts who look into these things and then of course, as you know, in your particular part of the Agency, you have an intelligence audit section charged with trying to follow sources, to track down paper mills, fabricators, and unconfirming reports.

QUESTION: If you receive an intelligence report, from another collection agency, do they send you the fullest information sheet or the operations report sheet?

ANSWER: Only what is in the body of the message. In other words, in a State Dept. dispatch, we don't know whether it was Zilch or Brown who actually reported the information. We know it's from Paris, let's say, and the report may say an untested source has given us the following information. We do get the collector's evaluation of the source but the source is not named usually.

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QUESTION: Is the library a real library or a repository of information reports?

ANSWER: The Library is a library in fact and one of the biggest businesses of our library is procuring unclassified material either through bookstores, through overseas agents, from the Library of Congress, from any other library. As a matter of fact, we are on more than speaking terms with fifty-seven major libraries in the country. In cooperation with these fifty-seven leading libraries we turn out - I shouldn't say we turn out, but we pay the Library of Congress to publish -- what is known as a monthly list of Russian accessions. And that includes all periodicals, all books, monographs in any Slavic languages that are reported as having been received anyplace in the U.S.

QUESTION: How do you get off the list of the OCI Daily Digest?

ANSWER: The procedure would be to go through your administrative staff who would relay your request to us and since we control the complete, or what we call the standard, distribution list, your name could be added or removed in accordance with your wishes.